

# APPLICATION FOR SPECIAL EVENTS PERMIT

**This form must be submitted at least fifteen (15) working days before the event.**

(TYPE OR PRINT ALL INFORMATION)

Date Application submitted: \_\_\_\_\_ Day(s): \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Rain Date: \_\_\_\_\_

1. Area(s) requested for use and/or streets to be blocked:

2. The event is described as:

3. The purpose of the event is to:

4. Is the event open to the public? ☐ Yes ☐ No (If no, who is participating? \_\_\_\_\_)

5. Starting time for the event is (include prep time): \_\_\_\_\_ And it will end at: \_\_\_\_\_

6. Number of people expected to attend: \_\_\_\_\_

7. Is music involved? ☐ Yes ☐ No If yes, manner of sound amplification: \_\_\_\_\_

8. Describe any props or structures to be used for this event:

9. Please give a detailed listing of all planned activities:

10. Will alcoholic beverages be served? ☐ Yes ☐ No

11. Is this a fund raising project? ☐ Yes ☐ No

12. Will food be sold? ☐ Yes ☐ No If yes (Vendor): \_\_\_\_\_

13. Event Representative: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell/or Daytime Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

We agree to remove all props and items brought into the public areas and clean up all litter and debris that result from our event the same day as the event. I also understand the City Manager's permit is necessary before this event can be held.

Signature of Event Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

(Special Events: Application)